

CIVIL ENGINEER/SENIOR CIVIL ENGINEER
(Public Works – Engineering – General CIP Design)

Employees in this position are represented by the Public Works Union (SEIU)

OPENING DATE: September 20, 2006

CLOSING DATE: October 4, 2006

ANNUAL SALARY RANGE

Civil Engineer: \$60,783 - \$82,049 (range 44)

Senior Civil Engineer: \$68,756 - \$92,826 (range 49)

This position is FLSA Exempt – not eligible for overtime compensation.

Attached supplemental questionnaire must be completed and returned at time of application.

MINIMUM QUALIFICATIONS

CIVIL ENGINEER: Requires an equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field; some directly related engineering experience is desirable.

SENIOR CIVIL ENGINEER: Requires a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field; three years of professional civil engineering experience, plus possession of a Certificate of Registration as a Professional Engineer (Civil) in the State of Arizona. .

ADDITIONAL REQUIREMENTS

Applicant must be a current regular City of Tempe employee and have completed his/her initial six (6) month probationary period from original date of hire to application filing deadline listed above. Temporary employees interested in applying for this position should refer to the recently revised Rule 3, Section 304 (www.tempe.gov/hradmin/Rules_Regs/2006/Rules2006.pdf). **Requires the possession of, or ability to obtain, an appropriate, valid Arizona driver's license. Preferred candidate should have experience with the civil design of commercial and industrial developments and/ or redevelopment plus hydrology, hydraulic, and urban drainage knowledge and experience.** If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.

POSITION INFORMATION

This position will initial assignment will have concentration in Transit, Parks and other general City facility improvement related projects that also include multi use paths, new parks and improvements to existing parks, new buildings and renovations to existing buildings and other engineering related project needs.

REPRESENTATIVE DUTIES

(For the complete job description go to: <http://www.tempe.gov/hrcc/docs>)

- Design and prepare plans and specifications and cost estimates for public works projects including water and sewer lines, storm drains, irrigation facilities, sprinkler

systems, paving projects and other street improvements, large scale City facilities and buildings, various park projects, and related projects.

- Determine steps to be taken to process project; prepare estimates as to time needed; schedule and coordinate the acquisition of data; coordinate the completion of designs in accordance with established schedule.
- Participate in the planning, checking, review, and processing of plans for private developments affecting City streets, sewers, drains and related public works facilities; ensure that they meet all City-imposed requirements; analyze materials and design data submitted to the City.
- Coordinate public works activities with other City departments, divisions and sections and with outside agencies including consultants, engineers, developers and contractors.
- Provide technical and professional engineering support services relative to assigned area of responsibility; provide assistance to construction inspectors in the interpretation of plans and resolutions of problems during construction; review as-built plans to ensure compliance with original plans and specifications.
- Prepare special engineering studies and reports; perform special assignments on engineering problems as necessary; prepare specific studies for council presentation and other City sponsored study groups.
- Review engineering calculations and designs of other engineers or engineering technicians.
- Prepare maps, deeds, legal descriptions and other contract documents.
- Develop revised design and construction standards for public works structures and appurtenances.
- Review field projects being studied, designed or constructed; investigate field problems affecting property owners, contractors and maintenance operations.
- Prepare estimates and feasibility reports for new or modified services and structures.
- Prepare various applications for State and Federal permits and grants.
- Serve as staff to a variety of City commissions, boards, and committees on public works or engineering matters.
- Research publications and industry information sources to remain current with modern developments, principles and procedures.
- Assign routine investigation, design and drafting tasks to technical staff; request survey, mapping, and data collection; review completed work; assist in the solution of difficult problems.
- Administer and enforce City Codes and standards on engineering projects.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

RECRUITMENT CODE: 2177P

KLM/pmm

Civil Engineer/Senior Civil Engineer Supplemental Written Questions

Please complete the supplemental questions. Applications returned without the completed supplemental questions will not be given further consideration.

Each supplemental question focuses on a particular area of responsibility associated with critical job functions of the Civil Engineer/Senior Civil Engineer position. This supplement is designed to allow you an opportunity to highlight your experience as it relates to each of these vital areas. Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested.

DIRECTIONS:

Each answer should be typed or written neatly.

Along with each response, please include the following when discussing your experience:

- **Your employer(s) name**
- **Your job title(s) at the time**

1. Please describe the types of municipal projects in which you have managed or have assisted with the design.
2. Please describe your approach to managing projects that may involve multiple stakeholders and require multi-agency review. Please describe specific project experience that would be relevant to this aspect of project management.
3. Please illustrate the areas of your experience where you have managed or worked on multiple projects simultaneously, include building project related experience. Please clarify your role and level of participation for these projects.



City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov>

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: _____ Recruitment Code (RC#): _____
2. Name (Last, First, Middle Initial): _____
3. Social Security Number: _____
4. Mailing Address: _____
Street Address City State Zip
5. Phone Number: HOME: _____ WORK: _____
6. Driver's License (Number, State, Class): _____
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
If you are a current City of Tempe employee, are you: Temporary? Regular?
Have you completed your initial six (6) month probationary period? Yes No
9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:

10. Type of position you will accept: Full Time Part Time Regular Temporary
11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:
 - As a qualified or disabled veteran? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
 - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If Yes, indicate his/her **Name, Position, and Relationship to you:**

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐ Application Entered ☐

HR Review ☐ _____
Date

Department Review ☐ _____
Date

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

13. Do you have a High School Diploma or a G.E.D.? Yes No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	
			Yes No	
			Yes No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

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17. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

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18. List equipment with which you are proficient in operating ***that relate to this position:***

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19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No

20. **May we contact your current employer if you are considered for hire/promotion?** Yes No

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

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Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
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Work Performed:	
Reason for Leaving:	

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

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22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes No If Yes, provide charges, dates and locations:

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Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: _____ Date_____

Applicant Signature_____ Date_____

The City of Tempe does not accept faxed copies of applications.